

ASSIGNMENT OF CLAIM – NO CLAIMS ON REGISTER

Updated 2/12/2008

This process shows the steps required for an external user to file an Assignment of Claim in cases filed prior to 01/01/2001 or if there is no matching claim appearing on the register in CM/ECF.

STEP 1 - Click on the Bankruptcy hyperlink on the CM/ECF Main Menu Bar.

STEP 2 - The BANKRUPTCY EVENTS screen displays.

- Click on Creditor Claim Actions hyperlink.
- For further information on each of these categories, click the (Help) icon.

STEP 3 - The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

STEP 4 - The EVENTS screen displays.

- Verify that the case name and number are correct.
- If the case name or numbers are not correct, click the browser [**Back**] button to re-enter the case number.
- Select **Assignment of Claim - No Claims on Register** from the list of events.
- Click the [**Next**] button.

NOTE: Type the first letter (**A** for **Assignment**) and the highlight bar will immediately select the first entry beginning with **A**.

STEP 5 - The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.
- Click the **[Next]** button.

NOTE: If the filer is a Limited Access Creditor, this screen will be blank.

STEP 6 - The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information. For more detailed information about adding parties, see section on [Adding a Party](#) for instructions.
- Click the **[Next]** button.

STEP 7 - The ASSOCIATION screen appears.

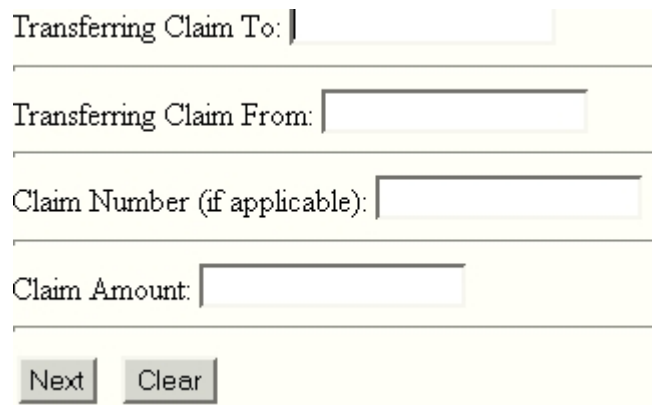
- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

STEP 8 - The SELECT PDF screen displays.

- Select the .pdf file to associate with this event. For more detailed information about creating and attaching .pdf files, see section on [Attaching PDF Files](#) for instructions.
- Click the **[Next]** button.

STEP 9 - The CLAIM TRANSFER screen displays.

- Enter the name of the company that the claim is being transferred to.
- Enter the name of the company of the original claimant per court claims register.
- Enter the Claim Number, if applicable. **This is the number of the claim assigned previously by the court (claims register).**
- Enter the amount of the claim.
- Click the **[Next]** button.



The screenshot shows a web form titled 'CLAIM TRANSFER'. It contains four text input fields stacked vertically, each with a label to its left: 'Transferring Claim To:', 'Transferring Claim From:', 'Claim Number (if applicable):', and 'Claim Amount:'. Below these fields are two buttons: 'Next' and 'Clear'.

STEP 10 - The VERIFICATION screen with debtor name and case number appear.

- Verify this is the correct case.
- Click the **[Next]** button.

STEP 11 - The MODIFY DOCKET TEXT screen appears.

- Modify text as necessary.
- Click the **[Next]** button.

STEP 12 - The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the [Next] button if correct.

Docket Text: Final Text

Assignment of Claim to ABC from CDE, Claim Number 12 In the Amount of: 1200 Filed by John K Fort. (Becket and Lee, LLP,)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

STEP 13 - The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.